

# California Statewide Interoperability Executive Committee Governance Charter (CalSIEC)

5 January 2009

## Table of Contents

1.0	Introduction	1
2.0	Background	1
3.0	Charter	2
4.0	Vision Statement	2
5.0	Mission Statement	2
6.0	CalSIEC Governance Structure	3
7.0	CalSIEC Coordination Office (CA EMA)	4
8.0	CalSIEC Membership	4
9.0	CalSIEC Roles & Responsibilities	7
10.0	CalSIEC Chair & Vice Chair	8
11.0	Planning Areas	9
12.0	Liaisons & Advisors	10
13.0	Working Groups	10
14.0	Rules of Engagement for CalSIEC to Conduct Business	12

### Figures

Figure A: CalSIEC Governance Structure	3
Figure B: CalSIEC Members	5
Figure C: CalSIEC Liaisons and Advisors	10

## 1.0 Introduction

The California Statewide Interoperability Executive Committee (CalSIEC) has been tasked with managing the state and federally designated interoperability spectrum and developing governance on behalf of all California public safety first responders.

Following the September 11, 2001 terrorist attacks, it became clear that one of the prominent issues in public safety communications was the need to have communications interoperability. Defined as the ability for public safety first responders to communicate, when authorized, with whom they need and when they need.

In 2003, the Director of the Governor's Office of Emergency Services (CA OES) chartered CalSIEC to combine existing efforts and to provide a single committee to administer all interoperability spectrums in California. CalSIEC provides guidance and consensus for agreements that define practices for the use of interoperability governance and channels. CalSIEC operates under the Federal Communications Commission (FCC) charter to administer state and federal designated interoperability spectrum, within the context of the Master Mutual Aid system.

Through combined efforts, CalSIEC and the Public Safety Radio Strategic Planning Committee (PSRSPC) developed the California Statewide Communications Interoperability Plan (CalSCIP), which incorporates California's mutual aid addressing the changes in protocols required to adapt to today's operational needs.

## 2.0 Background

During January 2001, the FCC adopted rules and regulations outlining technical and operational standards for the use of a portion of the new public safety 700 MHz band, including the assignment of responsibility for the management of the interoperability channels to the states. CA OES accepted this responsibility for California, as the state's emergency communications coordination agency.

In the January 2001, order adopting these regulations, the FCC acted on a number of the initial recommendations of the FCC's Public Safety National Coordination Committee (NCC), including a recommendation that each state establish a State Interoperability Executive Committee (SIEC) to manage the interoperability spectrum. The FCC declined to require the establishment of a SIEC in each state, recognizing that a number of states already had a process to manage this new spectrum in place.

In their July 2003 final recommendations to the FCC, the NCC stated that the SIECs should be chartered as Statewide Interoperability Executive Committees, and that each SIEC should manage all interoperability channels within their respective state. CA OES (as of January 1, 2009 CA OES is known as the California Emergency Management Agency or Cal EMA) concurred with the NCC's recommendations, and in August 2003 established the California Statewide Interoperability Executive Committee (CalSIEC).

During the last four decades, Cal EMA has provided leadership to state and local public safety officials collaborating in the development and operation of interoperability channels in daily emergency operations.

These channels include:

- 1960s, the California Law Enforcement Mutual Aid Radio System (CLEMARS).
- 1970s, the "White" Fire interagency channels.
- 1980s, the California On-scene Emergency Coordination Channel (CALCORD).
- 1990s, the 800 MHz "International" Calling and Tactical interoperability channels.

Technical and operational protocols for each of these interoperability systems have been developed by advisory bodies to Cal EMA, and follow similar templates for operating policies while respecting the requirements of each discipline. Since 1988, the methods used by Cal EMA to administer these interoperability frequencies have been cited as interoperability management "best practices" in the recommendations of three advisory committees to the FCC.

### **3.0 Charter**

The CalSIEC has been tasked with statewide coordination and management of public safety communications interoperability. This includes:

- Developing, evolving, and maintaining the structure and membership of the CalSIEC; following guidelines for SIECs established by the FCC, the NCC, and the National Public Safety Telecommunications Council (NPSTC).
- Building upon the historical successes of the CLEMARS, CALCORD, and fire "White Channel" plans, develop an integrated statewide communications plan that covers technical and operational policies for all interoperability channels, and thereby reducing the number of separate plans issued by Cal EMA.
- Developing policy and direction regarding "system of systems".
- Ensuring participation of all appropriate responder and support disciplines from all levels of government.
- Leveraging and coordination of local, state, and federal assets.

The charter is a living document that will undergo review at least once every two years.

### **4.0 Vision Statement for CalSIEC**

By 2017, ensure all local, regional, tribal, state and federal public safety first-responders and designated public service organizations operating within California are able to communicate in real time, across disciplines and jurisdictions, to respond more effectively during day-to-day operations and major incidents.

### **5.0 Mission Statement for CalSIEC**

Provide a statewide strategic planning framework for an innovative, inclusive, scalable, sustainable, and well-managed interoperability infrastructure that promotes national standards, and is effective in addressing the unique urban and rural requirements of the public safety first responders and designated public service organizations serving the citizens of California.

## 6.0 CalSIEC Governance Structure

### Interoperability Governance Objectives

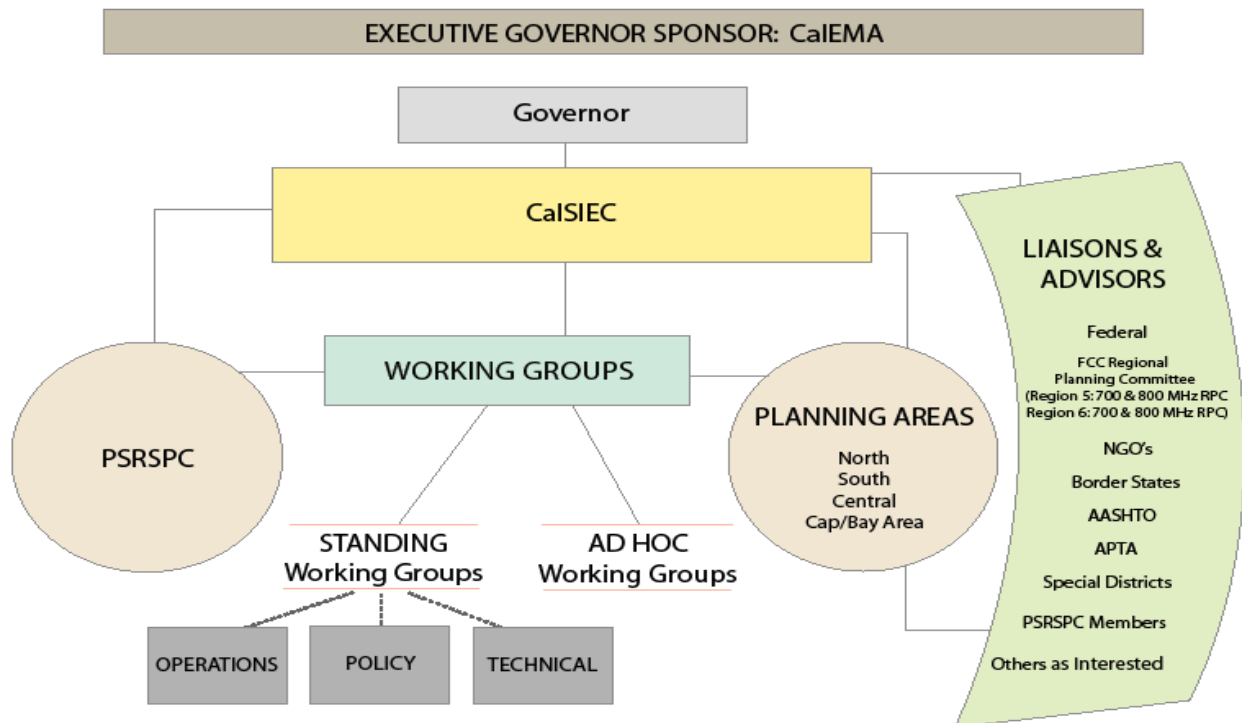
The California interoperability governance model relies on two objectives:

- Performance: contribution to the overall performance and delivery of services to the public safety community and ultimately the larger constituency they serve.
- Adherence: commitment to ensuring that requirements of the law, regulations, and community standards of accountability and transparency are met.

### Relationship & Partnership with Public Safety Entities

Achieving interoperability requires partnerships from all levels of government. Stakeholders representing various disciplines, jurisdictions, and levels of government play critical roles in creating and sustaining partnerships essential to the governance structure as illustrated in Figure A: CalSIEC Governance Structure. Stakeholders can share knowledge and resources across California and ensure a high-level flow of information and communication between components of the governance structure. Cal EMA is the executive sponsor for CalSIEC and will act as the oversight agency in California's interoperability efforts.

Figure A: CalSIEC Governance Structure



PSRSPC Members: California Highway Patrol, Dept of Corrections & Rehabilitation, Emergency Medical Services Authority, Dept of Finance, Dept of Fish & Game, Dept of Forestry & Fire Protection, Dept of General Services-Telecom Div., Dept of Health Services, Dept of Justice, Military Department, Governor's Office of Emergency Services, Governor's Office of Homeland Security, Dept of Parks & Recreation, Dept of Transportation, Dept of Water Resources

NGO's = Non-governmental organizations

AASHTO = American Association of State Highway and Transportation Officials

APTA= American Public Transportation Association

PSRSPC= Public Safety Radio Communications Strategic Planning Committee

## 7.0 CalSIEC Coordination Office (Cal EMA)

Cal EMA is responsible for the daily operations of California's interoperability efforts, including coordinating and managing the use of the interoperability spectrum, and implementation oversight for the initiatives outlined in the CalSCIP. These duties will be performed by Cal EMA to fulfill the role of a California Interoperability Coordination Office (CICO). This includes developing and delivering reports and briefings, coordinating various governmental initiatives related to public safety interoperability communications, and assisting subcommittees and Working Groups.

### CICO Roles and Responsibilities

- Publish and promote the integrated statewide communications plan that covers technical and operational policies for all interoperability channels.
- Coordinate the use of state and federally designated interoperability spectrum by serving as the state "using agency" for all FCC licenses<sup>1</sup> obtained to cover operations on these frequencies.
- Enter into Memorandums of Understanding (MOUs) with local, tribal, state, and/or federal entities to operate on frequencies in the interoperability spectrum, in compliance with the integrated statewide communications plan.
- Maintain a database of MOUs agreements, and the technical details of the operations covered thereby.
- Coordinate communications interoperability initiatives and funding efforts.
- Work with the CalSIEC Chair to develop meeting schedules and agendas.
- Collaborate with the CalSIEC to establish Working Groups to accomplish tasks associated with each initiative outlined in the CalSCIP.
- Serve as a liaison and consensus builder during meetings.
- Act as a conduit between Working Groups, Executive Committee, and planning area members as appropriate.
- Coordinate projects and initiatives across California as appropriate regarding public safety interoperability communications.
- Support the communications needs of the Executive Committee's constituents.
- Provide communications and knowledge management support.
- Plan, control, and manage the task(s) to implement the CalSCIP.
- Monitor progress, challenges, and accomplishment made on achieving the goals and initiatives outlined in the CalSCIP.
- Ensure deliverables are of high quality and address CalSIEC goals.
- Solicit input from public safety organizations.
- Brief the status of the initiatives and tasks at the Executive Committee, and Working Group meetings when appropriate.

## 8.0 CalSIEC Membership

### Executive Committee Purpose

---

<sup>1</sup> Under State of California Administrative procedures, the Telecommunications Division of the Department of General Services has been delegated responsibility and authority to deal with the federal government on public safety telecommunications regulatory matters

The CalSIEC Executive Committee will serve as the steering group for the Executive Sponsor (Cal EMA) and will evaluate the guidance and recommendations developed by the working groups that are comprised of practitioners from the Planning Areas, the PSRSPC, the CalSIEC Liaison, Advisors and Executive Committee members. The Executive Committee will meet on at least a quarterly basis to review overall progress and approve the next set of priorities. Between meetings, the CalSIEC Coordination Office (Cal EMA) will track projects and provide information to the Executive Committee through email, conference calls and other appropriate means.

## Executive Committee Membership

The Executive Committee consists of 19 representatives from local and state public safety associations and government as well as tribal (Figure B).

Alternates are permitted in the event that a member is unable to attend a meeting. The alternate must have equal authority to formulate advice and make decisions on behalf of their constituents. CalSIEC representative organizations are encouraged to designate named alternates. This permits for alternates to attend all Executive Committee meetings and will be included on all CalSIEC correspondence to ensure familiarity with issues when asked to fulfill the responsibility of members.

Representatives from other organizations are invited to participate in Executive Committee meetings to provide input beyond the members' existing capabilities or to provide subject matter expertise. In addition, the Executive Committee may schedule additional working sessions to involve a broader representation of interested groups.

**Figure B: CalSIEC Members**

CA State Sheriffs Assoc.	CA Police Chiefs Assoc.	EMSAAC
League of California Cities (LCC)	CA State Association of Counties (CSAC)	Cal Fire Chiefs Assoc.
FIRESCOPE Board of Directors	Tribal Representative	Northern Ca Planning Area
Central Ca Planning Area	Capitol/Bay Planning Area	Southern Ca Planning Area
CA Highway Patrol (CHP)	CA Dept of Forestry and Fire Protection (CDF/CalFire)	CA Dept of Transportation (CalTrans)
PSRSPC	Cal EMA Executive Sponsor – non voting	CA OES Law Enforcement Branch/Mutual Aid System
CA OES Fire and Rescue Branch/Mutual Aid System		

\*EMSAAC: Emergency Medical Services Administrators Association of California

## Executive Committee Membership Selection Process

Representatives will be appointed by the organization they represent. Cal EMA Director and the Executive Committee Chair will request a representative appointment from the Executive Director of identified organizations. An official letter of appointment will be provided to the Cal EMA and Executive Committee Chair. Appointments will be made annually and will be

valid from July 1st--June 30th. The Executive Committee shall elect or nominate the Chair and Vice Chair as well as additional members and participants as appropriate.

Those designated to be members of the Executive Committee should have the knowledge and authority to formulate advice and make decisions on behalf of their constituents, attend the pre-scheduled meetings and be available to respond to ad hoc requests from the CalSIEC Coordination Office (Cal EMA) or Chair. Members who miss meetings without representation on a regular basis may be replaced. The minimum required time commitment is approximately four hours per month as well as attendance at quarterly meetings held throughout California.

The membership, identified in Figure B, aims to represent first responder public safety agencies (Fire and EMS, local law enforcement) and state officials involved in interoperability efforts.

### **Tribal Representative Appointment to Executive Committee**

It is not the intention of the CalSEIC executive committee to determine the appointment process or nomination of the Tribal representative on the executive board but rather to provide a means that all of the Tribes are aware of the CalSEIC issues and efforts. The Tribes within the state, not being political subdivisions of the State, create the need for outlining an appointment process that provides at least notification to the other Tribes and a ratification requirement. Because of the unique nature and significant challenges of establishing an effective intergovernmental board, while considering the 109 federally recognized Tribes in the State, this section is established with the primary goals of:

- Providing for a State-Tribal relationship in the CalSEIC.
- Providing an avenue that facilitates consideration of Tribal specific issues in CalSEIC efforts.
- Strengthening information sharing capacity between the CalSEIC and the California Tribes.
- Providing an outline of the appointment process that allows participation of Tribes with a vested interest in the CalSEIC.

### **Tribal Number and criteria**

For the executive board of the CalSIEC there shall be one Tribal representative and one alternate from a federally recognized Indian Tribe that meets the criteria for Self-Governance that are set forth in section 402(c) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 458b(c) and employs at least 10 full-time personnel in a fire protection, law enforcement, hazardous material and waste management, Tribal security, emergency medical service, emergency management, or other related activities with the capacity and responsibility to respond to calls for service, emergencies, and disasters.

### **Tribal Selection**

At least one of the eligible Tribal governments will propose a nominee to serve on the CalSEIC executive board and forward the nomination to all of the California Tribes for ratification. The nomination for the alternate will be the same.

## **Tribal Ratification**

The nomination submitted to the Tribes will be ratified by at least 11 (10 % or greater) of the federally recognized Tribes in California by Tribal Resolution, Tribal Council Motion, or senior elected official (i.e. Tribal Chair). The ratification for the alternate will be the same.

## **Tribal Term**

The term of the California Tribal representative and alternate will be two years.

## **Definition**

INDIAN TRIBE: The term 'Indian Tribe' means any Indian Tribe, band, nation, or other organized group or community that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. 25 U.S.C. Sec 450b

## **9.0 CalSIEC Roles and Responsibilities**

At a high-level, the CalSIEC is responsible for the development of technical and operational policies for the use of the interoperability spectrum, conducting outreach, overseeing CALSCIP programmatic implementation, reviewing grant applications, and measuring the overall performance of the statewide effort. While meeting in person is ideal for building relationships and focusing attention, conference calls, video conferencing, and e-voting are other ways to engage those who cannot attend a meeting. Specifically, the CalSIEC should address the following areas as well as additional roles as identified by the Committee:

### **Interoperability Spectrum Coordination and Management**

- Charter and implement regional Planning Area Subcommittees to serve as local Subject Matter Experts in interoperability policy and coordination matters in a specific geographic area.
- Charter and implement Working Groups to serve as Subject Matter Experts in interoperability policy and coordination matters in a specified discipline or governance subject area.

### **CALSCIP Programmatic Implementation**

- Adopt executive committee bylaws and a charter.
- Work with the CICO to develop and update the CALSCIP.
- Provide advice, feedback, and support to the CalSIEC CICO.
- Develop formal recommendations for the CICO by seeking guidance and considering recommendations on statewide issues from State and regional agency interoperability committees as well as working groups.
- Develop a timeline for each working group and work alongside working group members to complete key deliverables.
- Participate in CalSIEC and Planning Area meetings.
- Determine if a working group is necessary for the accomplishment of an initiative and identify key subject matter expert stakeholders to contribute expertise.

## **Grants Coordination & Policy Development**

In support of the State Administrative Agency (SSA)

- The Executive Committee may serve as Subject Matter Experts when called upon to the SSA to provide input in to the development of state supplemental grant guidance related to interoperability.
- The Executive Committee may serve as the state's Peer Area Subcommittees as Subject Matter Experts to make regional Investment Justifications (as far as contributions to the regional interoperability effort to advance the state of the art in the Planning Area) and the prioritization of Investment Justifications against available funds in the particular grant.

## **Measurement**

- Recommend an approach for the statewide interoperability efforts and measure progress toward the final vision.
- Provide a method to capture lessons learned for future operations.
- Review and adjust the governance model, as needed, based on measures.

## **Outreach**

- Educate and regularly update representatives from the Governor's Office, appropriate legislative committees, and the public regarding the State's interoperability work.
- Report CALSCIP information back to the organizations of CalSIEC for wider distribution.
- Advocate for interoperable communications at senior levels of government and among member constituencies.
- Build relationships at the Federal, State, and local levels.

## **10.0 CalSIEC Chair and Vice Chair**

A Chair and a Vice Chair position will be created from the standing members of the CalSIEC.

### **Chair & Vice Chair Nomination and Election Process**

A Chair and a Vice Chair position will be elected from the members of CalSIEC. The nomination process will be as follows:

- The CalSIEC will form an ad hoc "nomination committee" and will be responsible for the nomination process for the Chair and Vice Chair position.
- The nomination committee will consist of one State Agency Representative and one Non-state Agency Representative, both appointed by the standing Chair.
- The nomination committee will solicit nominations for the Chair and Vice Chair position from the standing CalSIEC members.
- The call for nominations must be sent out two months prior to the vote. This can be done via email.

- Nominations must be received one month prior to the vote, and must be published (via email) to all CalSIEC members.
- Voting will occur once the nominations are closed, and will be done via email.
- If there is one candidate for the Chair or Vice Chair positions, the position will be selected by a simple majority of votes.
- If there are multiple candidates for the Chair or Vice Chair positions, the nominee that receives the most votes will assume the position.
- The nominations committee workgroup will notify the CalSIEC of the results of the election.
- Once selection is made for the Chair and the Vice Chair, they will commence in their new roles at the beginning of the calendar year.

## **Chair & Vice-Chair Terms of Office**

The Chair and Vice Chair will have a term of office of one year.

## **Chair and Vice Chair Role and Responsibilities**

*The Chair shall:*

- Preside over all regular and, if required, special meetings.
- Oversee the coordination of CalSIEC meetings, including setting the time and location of such meetings.
- Create and distribute an agenda for the CalSIEC meetings two weeks in advance of each meeting date and provide read-ahead material a week in advance.
- Be responsible for all records of the CalSIEC Meeting, including but not limited to the original charter, minutes, white papers, correspondence, and current membership enrollment.
- Collaborate with the Cal EMA on project and initiative support and funding related to the State's communications interoperability efforts.
- Be a full-time resident in the State of California.

*The Vice Chair shall:*

- Preside over the meetings in the absence of the Chair

## **11.0 Planning Areas**

### **Purpose**

For governance purposes, CalSIEC has divided California into four Planning Areas that are determined by Operational Area membership. The Planning Area and its member Operational Areas are described below.

*Capitol-Bay Planning Area:* Alameda; Alpine; Amador; Calaveras; Contra Costa; El Dorado; Marin; Monterey; Napa; Placer; Sacramento; San Benito; San Francisco; San Joaquin; San Mateo; Santa Cruz; Santa Clara; Solano; Sonoma; Stanislaus; Tuolumne; Yolo.

*Central Planning Area:* Fresno; Kern; Kings; Madera; Mariposa; Merced; Tulare.

*Northern Planning Area:* Butte; Colusa; Del Norte; Glenn; Humboldt; Lake; Lassen; Mendocino; Modoc; Nevada; Plumas; Shasta; Sierra; Siskiyou; Sutter; Tehama; Trinity; Yuba.

*Southern Planning Area:* Imperial; Inyo; Kern; Los Angeles; Mono; Orange; Riverside; San Bernardino; San Diego; San Luis Obispo; Santa Barbara; Ventura.

It is the responsibility of each Planning Area to provide a single representative to sit on CalSIEC. This individual will have authority to act on behalf of, and represent the Planning Area and its members relative to all decisions and general business conducted by CalSIEC.

The primary mode of communication for each Planning Area will be their individual listserv.

## 12.0 Liaisons & Advisors

The Executive Committee values the importance of other practitioner subject matter experts input into the decision making process. As such the identified organizations below represent, but are not limited to, key liaisons and advisor to the Executive Committee.

**Figure C: CalSIEC Liaisons & Advisors**

Federal
Regional Planning Committees (Region 5: 700 & 800 MHz RPC) (Region 6: 700 & 800 MHz RPC)
Non-governmental Organizations (NGO's)
Border States: Oregon, Nevada and Arizona
American Association of State Highway and Transportation Officials (AASHTO)
American Public Transportation Association (APTA)
Special Districts
Public Safety Radio Strategic Planning Committee Members (PSRSPC)
Others as Needed

## 13.0 Working Groups

Narrowly-chartered Working Groups (WG's) should be formed to provide recommendations on initiative implementation to the Executive Committee as well as to other components that wish to develop them (e.g. planning areas.) WG's are the engine of the statewide interoperability effort. They are to complete the tasks associated with initiatives identified within the CalSCIP and provide recommendations to the Executive Committee for consideration and potential adoption. Additionally, it is expected that WG members will participate in the CalSCIP update process by identifying potential initiatives that the Executive Committee and CalSIEC Coordination Office (Cal EMA) should consider adding to the State's interoperability effort. The CalSIEC Coordination Office (Cal EMA) should help organize, steer and maintain the WG's.

In some instances, standing committees may be appropriate to insure the continuity of operations over the life of the CalSCIP implementation effort. For example, a state or region may determine that it needs a standing technical committee to support a long term large procurement effort.

### Recommended Working Group Membership

The WG's are informal groups of practitioners assembled for a limited time frame to work toward the accomplishment of a specific initiative. The WG's are made up of regional and

local emergency response practitioners and other stakeholders as necessary to accomplish the initiatives. Members are generally subject matter experts (SME's) on the issue the CalSCIP initiative addresses. It is recommended that working group members are resourced from the entire stakeholder community regardless of whether they serve on a standing committee or not. WG members may include:

- State and local technology and communications interoperability experts.
- Regional organization members and coordinators.
- Local emergency responders.
- Stakeholder association representatives.
- Professionals who represent emergency support functions such as transportation and health care.
- Self selected participants from across the state.

### **Recommended WG Roles and Responsibilities**

- Vet the timeline and determine the project plan for an initiative accomplishment.
- Develop recommendation reports for consideration by CalSIEC.
- Establish leads to coordinate activities, arrange meetings, and report back to the CalSIEC.
- Pursue additional resources as needed to complete tasks.

### **Recommended Initial WGs (Not in Priority Order)**

- Multidiscipline Communications Coordinating Committee: a multi-disciplined WG to include fire, law, medical and emergency management. Focus would be to coordinate discipline specific initiatives or recommendations to ensure that these are not in conflict before being proposed to CalSIEC.
- Cal Law Enforcement Mutual Aid Communications Support WG. Made up of law enforcement representing local, state and federal interests. It would review existing or emerging technology that may provide enhanced communications for law enforcement operations.
- Public Safety Radio Strategic Planning Committee (PSRSPC) WG. Representing the ongoing work of the state agencies.
- California Law Enforcement Mutual Aid Radio System (CLEMARS) WG. Local and state law enforcement representatives, develop guidelines for law enforcement mutual aid frequencies assigned to Cal EMA by the FCC.
- An Ad Hoc subcommittee to consider updates, revisions, and ongoing maintenance of the governance charter. Members shall be selected from the Executive Committee. The subcommittee shall convene when changes or updates to the governance charter have been proposed, and shall report back to the full committee for actions on recommendations. Changes to the charter will be approved using regular decision making processes of CalSIEC.

WGs will be established to assist in the implementation of the key goals and supporting initiatives in the CalSCIP. The WGs will be established through a detailed charter and timeline to undertake a specific project that will improve public safety interoperable communications across California. The WGs will be directed primarily by, and will leverage the expertise of, the Executive Committee members as well as local public safety practitioners and others as necessary to accomplish the project objectives. The results and

recommendations that may be developed by WG will be presented to the Executive Committee for consideration. Once approved, the Executive Committee will provide the recommendations to the Cal EMA for acceptance.

## **14.0 CalSIEC Business Processes**

### **Meetings**

Meetings of the Executive Committee will be scheduled on a regular basis; there will be a minimum of four meetings per year (one per calendar quarter). When possible, meetings may be held by conference call to minimize the travel burden for CalSIEC members, however at least two of the regular meetings will be conducted face-to-face.

Agendas for Executive Committee meetings will be published at least 14 calendar days in advance of the meeting date.

### **Travel Costs**

The CICO (subject to available grant funding) will pay all eligible travel expenses incurred as a result of participation in Executive Committee activities by Executive Committee members and their designated alternatives.

### **CalSIEC Website**

The CICO will maintain a publicly accessible CalSIEC website. The content of the website will include:

- Information for the public on the purpose and composition of CalSIEC, including a list of the current members of the Executive Committee and subcommittees.
- A listing of all scheduled Executive Committee, Subcommittee, and Working Group meetings in the next six months.
- Agendas and supporting documents for future meetings.
- Minutes of previous meetings.
- Planning documents related to interoperability spectrum management in California.

### **Decision-making**

The Executive Committee will operate by consensus on all regular business and ongoing coordination. However, there may be times when the group will occasionally have to vote on issues when consensus is not possible and a decision must be made. Each organization included in the Executive Committee will have one vote with the exception of Cal EMA. CalSIEC members can abstain from voting on any issue if they so choose. The Executive Committee shall act upon the agreement of a majority of the membership present and voting. Dissenting opinions should be aired and noted in the meeting minutes.

### **E-Mail Voting Procedure**

A vote by e-mail may occur as deemed necessary by the CalSIEC chair. These following procedures address voting by CalSIEC members through e-mail:

- Identification of item: Any issue to be voted on that the CalSIEC members could not vote on during the regular meeting time-period can be voted on by members through e-mail. The specified issue or item to be voted on must have a standardized response, e.g., multiple choices or yes/no. Request for vote: Upon approval by CalSIEC members, a vote by e-mail will be solicited by the chair.
- Voting organization: There will be one vote from each standing member organization. Only one designated member will cast the vote through e-mail.
- Vote Notification: The vote will be coordinated through e-mail, by the CalSIEC chair or vice-chair via a "Vote Notification." Vote notification e-mails will be sent to one designated member per organization, as determined by the CalSIEC members. The designated voting member will be listed in the vote notification e-mail.
- Voting Period: Vote responses will be due one week after initial vote notification or during an alternate time frame approved by CalSIEC members, as necessary. E-mail responses will be sent to the CalSIEC Coordination Office (Cal EMA).
- Results: Results of the vote will be posted through e-mail one day after close of voting period. Results will include an organization's response and the name of the member submitting the vote. The results will be e-mailed to all CalSIEC members and designated alternates.